

**HUMAN RESOURCES OFFICE  
CALIFORNIA NATIONAL GUARD  
P.O. BOX 269101  
SACRAMENTO, CA 95826-9101**

**AIR TECHNICIAN VACANCY ANNOUNCEMENT #05-053A**

**Base Services Specialist  
80174000 FC: 4600  
GS-0301-09  
\$47,257 - \$61,431 pa**

**ANNOUNCEMENT DATE: 10 February 2005  
CLOSING DATE: 29 March 2005**

**SELECTING OFFICIAL: Mission Support Group Commander**

**APPOINTMENT FEATURES: Excepted Service  
Enlisted Grade**

**POSITION LOCATION: 129<sup>th</sup> Rescue Wing - Moffett Federal Airfield, CA**

**RECRUITMENT/RETENTION BONUS OF UP TO 25% OF BASIC PAY MAY/MAY NOT BE OFFERED.**

This position is located in the Services Flight at an ANG Wing/Group Flying Unit. Its purpose is to manage the Prime Readiness in Base Services (Prime RIBS) and base Services (SV) activities.

**1. AREA OF CONSIDERATION: Nationwide.** All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Air National Guard.

**2. CONDITIONS OF EMPLOYMENT:** a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives; d. Must participate in PD/EFT (Direct Deposit).

**3. MILITARY GRADE AVAILABLE: ENLISTED GRADE THROUGH E-7. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE E-1 THROUGH E-7 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, MILITARY GRADE OF SELECTEE MUST BE EQUAL TO A HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.**

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**NOTICE:** All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

**4. QUALIFICATION REQUIREMENTS:**

a. **General:** Experience, education, or training which provided a general knowledge of the principles of organization, management, and administration.

b. **Specialized:** Must have 24 months specialized experience in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information; progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in work comparable to the position to be filled; operating, administrative, program, or managerial experience in the type of work or a combination of functions directly related to the position to be filled or in comparable work or functions.

**5. KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledges, skills, and abilities will be used to determine the best qualified applicant from which selection will be made:

- a. Skill in oral and written communication.
- b. Ability to give specific guidance relative to a particular program.
- c. Ability to perform a variety of administrative duties relative to a particular program.
- d. Skilled in the performance of standard clerical/office type duties.

**SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN AFSC 3M0X1.**

**MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.**

**INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.**

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SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). **ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.** VETERANS PREFERENCE DOES NOT APPLY.

**\*ALL APPLICATIONS MUST BE SIGNED & DATED\***

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER